



Location: 400 South Ferdon Blvd, Crestview, FL  
32536  
Date: November 8, 2019  
Time: 8:00 a.m.  
Approved

## Board Meeting Minutes

### **Board Members Present:**

Beth Brant, Gubernatorial Appointee, Private Sector (Poly, Inc.)-Chair  
Bev Sandlin, Northwest Florida State College President's Appointee  
Don Edwards, Private Sector (Trustmark Bank), Vice-Chair  
Michele Burns, CareerSource Okaloosa Walton  
Louis Svehla, Walton County Commissioner's Appointee, Secretary  
John Roper, Representative of program under Federal Individuals with Disabilities Education Act (The Arc of the Emerald Coast)  
Angie Strumeyer, Department of Children and Families  
Caroline FitzGerald, Private Sector – Gubernatorial Appointee – by phone  
Brittney Hay, Private Provider (First Steps Learning Academy) – by phone  
Kim Gillis, Walton County Head Start Director  
Susan Blumenthal, Retired, Private Sector – by phone  
Kathryn Barley, Walton County Health Department

### **Board Members Absent:**

Robin Donlon, Private Sector, BBVA Compass Bank, Treasurer  
Scot B. Copeland, Private Sector – Emmanuel, Sheppard & Condon, P.A  
Tracey Dickey, School District of Walton County Superintendent's Appointee  
Ashley Thomas, Representative of Faith based Childcare Providers  
Darrell Taylor, Private Sector  
Amanda Negron, Private Sector

### **Coalition Staff Present:**

Renea Black, Executive Director  
Alma Solano, Executive Assistant  
Marlee Tucker, Community Resource and Development Director  
Emily Ammons, Intern  
Ann Leaf, Finance Director

### **Public Present:**

### **Quorum:**

- Quorum confirmed 8:20 a.m.

### **I. Call to order – Beth Brant, Chair**

- Beth Brant, Chair called the meeting to order at 8:20 a.m.



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## II. Agenda\*

- Beth requested a motion to approve the modified agenda as presented.

MOTION/RESULT:	APPROVE AGENDA AS PRESENTED (UNANIMOUS)
MOVER:	DON EDWARDS
SECONDER:	LOUIS SVEHLA

## III. Minutes\*

- Beth requested a motion to approve Board minutes for September 13, 2019 and the Executive Committee minutes for October 11, 2019.

MOTION/RESULT:	APPROVE THE MINUTES AS PRESENTED (UNANIMOUS)
MOVER:	JOHN ROPER
SECONDER:	DON EDWARDS

## IV. Treasurer's Report

- Financial Statements\*

The Finance Director gave the Board an overview of the Coalition's expenses for the months of June through August 2019. She reported that the temporary employment expenses were higher than usual due to the Compliance and Reimbursement department needing extra assistance with reconciliation. The State will be providing payment for temporary assistance to help the coalition with reimbursement.

Beth requested a motion to approve June 2019 financial statement as presented

MOTION/RESULT:	APPROVE JUNE FINANCIALS AS PRESENTED (UNANIMOUS)
MOVER:	JOHN ROPER
SECONDER:	DON EDWARDS

Beth requested a motion to approve July-September 2019 financial statement as presented

MOTION/RESULT:	APPROVE JULY-SEPTEMBER FINANCIALS AS PRESENTED (UNANIMOUS)
MOVER:	KATHRYN BARLEY
SECONDER:	ANGIE STRUMAYER



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- Budget 2019-2020\*

The Finance Director stated that the new budget includes funds for child assessments and trainings for staff and providers. The Director reported that Admin SR is currently below the 5% maximum. The coalition has met all restrictions with the exemption of Match. Louis, Board Secretary commented that if the coalition has money to spend, it should be spent on staff development. If tuition reimbursement is not used, it should be reallocated into other areas.

Beth requested a motion to approve the budget as presented

MOTION/RESULT:	APPROVE THE BUDGET AS PRESENTED (UNANIMOUS)
MOVER:	JOHN ROPER
SECONDER:	MICHELE BURNS

## V. New Business

- Communications & Development Strategies

Community Resource and Development Director reported to the board that the Coalition has been chosen for Target Circle, where votes can get the coalition points for funds. The coalition also participates in Amazon Smile. The coalition is also leading in a new series of employer trainings, where we invite HR directors from the area in order to get their employees involved. The Director reported to the Board, the current social media strategy for the agency. The agency is in the process of procuring Constant Contact and will be migrating from the Buddy list system.

- Executive Director's Memberships

The Executive Director reported her annual expenditure on various organization memberships, she recommended the Board include funds for said memberships within her salary. Michele Burns requested for more information before a vote is asked for. Renea recommended for the motion to be tabled and come back later with solid cost for the memberships.

- Cell Policy and Procedure\*

Jay Cherry, COOP consultant, recommended that all Directors be given agency phones and laptops in order to continue agency operations in case of an emergency.

Beth requested a motion to approve the Cell Policy and Procedure as presented



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MOTION/RESULT:	APPROVE THE CELL POLICY AND PROCEDURE AS PRESENTED (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	KATHRYN BARLEY

- Eligibility Policy\*

The Coalition's eligibility policy was updated to reflect the changes in the populations the agency serves.

Beth requested a motion to approve the Cell Policy and Procedure as presented

MOTION/RESULT:	APPROVE THE ELIGIBILITY POLICY AS PRESENTED (UNANIMOUS)
MOVER:	KATHRYN BARLEY
SECONDER:	DON EDWARDS

## VI. Executive Director's Report – Renea Black

- Upcoming Events

Renea stated that she will be attending the NAEYC conference in Nashville and the Children's week event in Tallahassee in January. Renea invited the Board to attend the Children's Week event with her and staff.

The Joy of Giving event is on Saturday December 7, 2019. Renea will be sending the Board more information regarding volunteering for the event. The event will help the agency encourage generosity within children and provide an education opportunity for the community.

## VII. Announcements from the Board

- No announcements.

## VIII. Public Comment

- No public comment.

## IX. Adjournment – Beth Brant, Chair

- Beth adjourned the meeting at 9:20 a.m.

Respectfully Submitted,  
Alma Solano



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Executive Assistant

*\*Vote is required*

*MISSION STATEMENT*

*Our mission is to support the success of every child and their family through quality education and care.*